

Amy L Jakubin

Administrative Assistant/Scheduling Coordinator

ajakubin@rda.in.gov

CONTACT:

9800 Connecticut Drive
Crown Point, IN 46307
219.644.3500 (Office)
219.688.6251 (Cell)

Professional Experience:

Amy Jakubin, a resident of Crown Point Indiana, is the Administrative Assistant/Scheduling Coordinator at the Northwest Indiana Regional Development Authority [RDA]. She has been with the organization since 2011 working as a contractor and was recently hired as a full-time employee in December 2012. Amy works diligently with the President, Chief Operating Officer, Board of Directors, and staff to provide dedicated administrative support and performs, coordinates and assists technical and office administration duties in support of the RDA and its Advisory Board. Amy's position as the Administrative Assistant requires her to interact with staff (at all levels) in a fast pace environment, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism. Her responsibilities require the exercise of independent judgment and technical knowledge of specific assignments and overall community activities. During her time at the RDA Amy has proven to be a highly dynamic, energetic, and reliable professional who is always willing to be challenged with new opportunities while maintaining a positive attitude and produces high quality work.

Prior to joining the RDA, Amy worked as a Nursing Assistant/Preceptor for Manor Care in Homewood Illinois. Amy worked for the company for 4 years and had made an impact in many lives. During that time she was employee of the month and promoted to become a Preceptor, which gave her the opportunity to train new employees and become their mentor. Amy learned to be a team player who was willing to take orders well, manage stress, juggle several tasks at once, establish and maintain interpersonal relationships; observe, receive and otherwise obtain information from all relevant sources; develop specific plans and goals to prioritize, organize and accomplish her work.

Amy obtained her Nursing Assistant certification through South Suburban College in Homewood Illinois in 2008 and wants to continue her education with the plans of acquiring her Masters in Health Care Administration. In her free time she enjoys reading, running and In February 2013 she will take her skills test to obtain a yellow belt in kick boxing. In 2007 Amy

went to Europe where she visited France, Switzerland, Germany and Italy. While in Europe she learned that going to different countries opens up a person's eyes on how others are living their lives on a daily basis and how it differs from her own life. Going to Europe has helped Amy obtain personal growth and increase her ability for social interaction.

EDUCATION, CERTIFICATES & TRAINING

- South Suburban College 2007-2009
- Nursing Assistant Certification 2008